D. J. Deery

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# A MANUAL

for the use of

# THE TRUSTEES

of the

# PUBLIC LIBRARY

of the

# City of Boston.

Oct., 1896.

BOSTON.
PUBLISHED BY THE TRUSTEES.
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The Public Library of the City of Boston:
Printing Department.

# ACTS AND ORDINANCES.

## [ACTS 1853. CHAPTER 38.]

### AN ACT TO AUTHORIZE THE CITY OF BOSTON TO FOUND AND MAINTAIN A PUBLIC LIBRARY.

BE IT ENACTED, ETC. :

SECTION 1. The city of Boston is hereby authorized to found and maintain a Public Library, and to make such expenditures, establish such regulations, fix such penalties for the breach thereof, and do all such acts and things as may be deemed necessary or proper to that end; and the powers hereinbefore named, may be exercised by the City Council of the said city, in any manner which they may prescribe, and by the agency of any persons to whom they may delegate the same: PROVIDED, HOWEVER, that the expenditures hereinbefore mentioned, shall not exceed the sum of one hundred and fifty thousand dollars, within four years from the first day of January, in the year eighteen hundred and fifty-three; [nor the sum of ten thousand dollars in any one year after that time].*

SEC. 2. The fifty-second chapter of the statutes of the year eighteen hundred and forty-eight, entitled, "An Act to authorize the City of Boston to establish a Public Library," is hereby repealed.

SEC. 3. This act shall take effect from and after its acceptance by the City Council of the said city of Boston. [Approved by the Governor, March 12, 1853.]

* This clause was repealed by Chap. 11, of the Acts of 1857.

## [ACTS 1857. CHAPTER 11.]

### AN ACT RELATING TO THE PUBLIC LIBRARY IN THE CITY OF BOSTON.

BE IT ENACTED, ETC. :

SECTION 1. So much of the act of March twelfth, one thousand eight hundred and fifty-three, as limits to ten thousand dollars the appropriations, authorized to be made annually by the city of Boston, to maintain a public library, is hereby repealed.

SEC. 2. This act shall take effect from and after its passage. [Approved March 4, 1857.]

## [ACTS 1873. CHAPTER 286.]

SECTION 12. [Extract.] The Charlestown public library, with all the books and documents which now or hereafter may belong thereto, shall be continued and kept within the present limits of said Charlestown; and it shall have the benefit of all gifts and legacies made heretofore or hereafter in its behalf. The trustees of the Charlestown public library shall hold their offices until the first Monday of May in the year eighteen hundred and seventy-four, or until the annual organization of the board of trustees of the Boston public library in that year. Thereafter it shall become a branch of the public library of Boston.

[Approved May 14, 1873.]

## [ACTS 1878. CHAPTER 114.]

### AN ACT TO INCORPORATE THE TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON.

BE IT ENACTED, ETC. :

SECTION 1. The trustees of the public library of the city of

Boston for the time being are hereby made a corporation by the name of the Trustees of the Public Library of the City of Boston; and said trustees and their successors in office shall continue a body corporate for the purposes hereinafter set forth, with all the powers and privileges and subject to all the duties, restrictions and liabilities in the general laws relating to such corporations.

SEC. 2. Said corporation shall have authority to take and hold real and personal estate to an amount not exceeding one million dollars, which may be given, granted, bequeathed or devised to it, and accepted by the trustees for the benefit of the public library of the city of Boston or any branch library, or any purpose connected therewith. Money received by it shall be invested by the treasurer of the city of Boston under the direction of the finance committee of said city; and all securities belonging to said corporation shall be placed in the custody of said treasurer: PROVIDED, ALWAYS, that both the principal and income thereof shall be appropriated according to the terms of the donation, devise or bequest, under the direction of said corporation.

SEC. 3. [The trustees of the public library shall be seven in number. In the month of April in the year eighteen hundred and seventy-eight and annually thereafter in the month of January, the city council shall elect, by concurrent vote of the two branches, one member of the board of aldermen, and one member of the common council, to be members of said board of trustees, to hold office during the remainder of the municipal year in which they are elected, and until others are elected in their places. And in the month of April in the year eighteen hundred and seventy-eight, the mayor shall appoint, subject to the confirmation of the city council, five citizens

of Boston, not members of the city council, to be members of the board of trustees of the public library, one of whom shall hold office for five years, one for four years, one for three years, and one for two years, and one for one year; and upon such election, and such appointment and confirmation, the terms of office of the trustees of the public library then holding office shall cease and determine. And annually thereafter, in the month of April in each year, the mayor shall appoint, subject to the confirmation of the city council, one citizen at large as a trustee of the public library, to serve for a term of five years from the first Monday in May in the year in which he shall be appointed. The trustees shall at all times be subject to removal from office for cause by a vote of two-thirds of each branch of the city council present and voting thereon. Whenever any vacancy shall occur in said board of trustees by death, resignation or otherwise, said vacancy shall be filled by the election or appointment, in the manner aforesaid, of another trustee, who shall hold office for the residue of the unexpired term. No member of said board of trustees shall receive any pecuniary compensation for his services.]*

SEC. 4. The members of said board shall meet for organization on the first Monday of each May, and choose one of their

* By the effect of Chap. 266 of the Acts of 1885, the appointment of the trustees rests with the mayor, subject to the approval of the board of aldermen. The members of the city council being declared ineligible, the number of trustees is thus, of necessity, reduced to five. Chapter 418 of the Acts of 1890 provides "that all members of boards and all trustees shall hold office for such terms as may be specified in the statutes creating them, and until their respective successors are appointed and confirmed, but such terms shall begin with the first day of May in the year of appointment." "Any officer appointed by the mayor and confirmed by the board of aldermen . . . may be removed by the mayor for such cause as he shall deem sufficient and shall assign in his order for removal."

number as president. They shall have power to make such rules and regulations relating to said public library and its branches, and its officers and servants, and to fix and enforce penalties for the violation of such rules and regulations, as they may deem expedient: PROVIDED, that the same shall not be inconsistent with the provisions of this act, and shall be subject at all times to such limitations, restrictions and amendments as the city council may direct.

SEC. 5. [The said trustees shall have the general care and control of the central public library now located in Boylston street in said city and of all the branches thereof, which have been or which may hereafter be established, together with the buildings and rooms containing the same, and the fixtures and furniture connected therewith, and also of the expenditures of the moneys appropriated therefor.]*

SEC. 6. The said board of trustees may appoint a superintendent or librarian with such assistants and subordinate officers as they may think necessary or expedient, and may remove the same, and fix their compensation: PROVIDED, that the amount thus paid shall not exceed the sum appropriated by the city council for that item of expense, and the income of any moneys which may lawfully be appropriated for the same purpose from funds or property held by said trustees under the provisions of this act.

SEC. 7. The city council shall have power to pass such ordinances not inconsistent herewith or repugnant to other laws of the Commonwealth as to the duties and authority of said board as they may from time to time deem expedient.

SEC. 8. This act shall take effect upon its passage. [Approved April 4, 1878.]

* Amended by Acts 1887, Chap. 60, Sec. 1. See p. 11.

## [ACTS 1880. CHAPTER 222.]

## AN ACT IN RELATION TO THE PUBLIC LIBRARY OF THE CITY OF BOSTON.

BE IT ENACTED, ETC. :

SECTION 1. The city of Boston is hereby granted perpetual right to hold, occupy and control, free of rent or charge by the Commonwealth, for the purpose of erecting and maintaining thereon a building for the use of the public library of said city, a parcel of land now owned by the Commonwealth and situated in that part of said city called the Back Bay, on the southerly corner of Dartmouth and Boylston streets, bounded north-westerly by Boylston Street two hundred and sixty-four feet, north-easterly by Dartmouth Street one hundred and twenty-five feet, south-easterly by a private passage way twenty-five feet in width, two hundred and sixty-four feet, and south-westerly by other land of the Commonwealth one hundred and twenty-five feet, and containing thirty-three thousand square feet, more or less, together with all the right, title and interest of the Commonwealth in that part of said passage way adjoining said parcel, and with such rights as the Commonwealth may possess to close the same. The said library building and land shall be under the care and control of the trustees of the public library of the city of Boston, under the provisions of chapter one hundred and fourteen of the acts of the year eighteen hundred and seventy-eight. This grant is made, however, subject to the following stipulations, namely: — the city of Boston shall within three years from the date of the passage of this act commence the erection of a library building on said parcel of land, and shall in respect to such erection be subject to the restrictions heretofore contained in other conveyances by the Commonwealth of its land upon Boylston Street, and shall thereafter appropriately lay out and cultivate such ground

around it as may not be occupied by the building itself, and shall thereafter keep said grounds and building in a neat and ornamental condition; and that upon the opening of said library all the citizens of the Commonwealth shall have the perpetual right of access thereto, free of charge, under such reasonable regulations as said trustees may from time to time establish.

SEC. 2. In case the city of Boston shall after due notice given fail to commence the erection of the library building within three years, or shall use said land, or any portion thereof, for any purpose foreign to the uses for which it is granted, it shall be lawful for the Commonwealth, by its proper officers and servants, to take appropriate action in the courts of the Commonwealth, to the end that said parcel of land, or portion thereof, may be declared forfeited by the city of Boston, and the title therein be re-vested in the Commonwealth.

SEC. 3. This act shall take effect upon its passage. [Approved April 22, 1880.

## [ACTS 1882. CHAPTER 143.]

## AN ACT TO AUTHORIZE THE CITY OF BOSTON TO TAKE LAND FOR A PUBLIC LIBRARY.

BE IT ENACTED, ETC. :

SECTION 1. The city of Boston is hereby authorized and empowered to take and hold by purchase or otherwise, at any time within two years from the passage of this act, so much land within its limits as it may deem necessary for the erection thereon of a public library and for a yard for the same; and said city may appropriate and use therefor any land now owned by it.

SEC. 2. Said city shall, within thirty days from the time

when it shall take any parcel or parcels of land under this act file in the office of the register of deeds for the county of Suffolk, and cause to be recorded therein, a description of the land so taken as certain as is required in a common conveyance of land, with a statement of the purpose for which said land is taken; which description and statement shall be signed by the mayor of said city. The said city shall be liable to pay all damages that shall be sustained by any person by reason of the taking of land as aforesaid; such damages to be ascertained and determined in the manner provided for ascertaining and determining damages in case of the laying out, altering or discontinuing of ways within the city of Boston.

SEC. 3. The provisions of law in relation to the assessment of betterments shall not be applicable to the taking of land under this act.

SEC. 4. This act shall take effect upon its passage. [Approved April 10, 1882.]

## [ACTS 1883. CHAPTER 141.]

## AN ACT RELATING TO THE LIMIT OF TIME FOR THE ERECTION OF A LIBRARY BUILDING BY THE CITY OF BOSTON.

BE IT ENACTED, ETC. :

SECTION 1. The provisions of chapter two hundred and twenty-two of the acts of the year eighteen hundred and eighty, relating to the grant of land on the Back Bay to the city of Boston for the purpose of erecting thereon a building for the public library, are hereby extended and continued in force for a further term of three years from the date of the expiration of the time limited in the act above cited.

SEC. 2. This act shall take effect upon its passage. [Approved April 21, 1883.]

## [ACTS 1887. CHAPTER 60.]

## AN ACT TO AMEND CHAPTER ONE HUNDRED AND FOURTEEN OF THE ACTS OF THE YEAR EIGHTEEN HUNDRED AND SEVENTY-EIGHT INCORPORATING THE TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON.

BE IT ENACTED, ETC. :

SECTION 1. Section five of chapter one hundred and fourteen of the acts of the year eighteen hundred and seventy-eight is hereby amended so as to read as follows: — The said trustees shall have the general care and control of the central public library in said city and of all branches thereof which have been or which may hereafter be established and the fixtures connected therewith and also of the expenditures of money appropriated therefor.

SEC. 2. The said board of trustees shall have full power and control of the design, construction, erection and maintenance of the central public library building, to be erected in the city of Boston, and are hereby fully authorized and empowered to select and employ an architect or architects to design said building and supervise the construction and erection thereof, and a superintendent or superintendents to take charge of and approve the work; but work upon said building shall not be commenced until full general plans for the building shall have been prepared, and no specific work shall be commenced until the same shall have been duly advertised, proposals for doing such work shall have been received from responsible parties, and contracts have been entered into with satisfactory guarantees for their performance.

SEC. 3. Said board shall semi-annually and whenever required by the mayor or city council, make and present in writ-

ing a particular report and a statement of all their acts and proceedings; and of the condition and progress of the work on said new building in process of erection by them.

SEC. 4. This act shall take effect upon its passage. [Approved March 10, 1887.]

## [ACTS 1889. CHAPTER 68.]

## AN ACT TO AUTHORIZE THE CITY OF BOSTON TO INCUR INDEBTEDNESS OUTSIDE OF THE DEBT LIMIT TO COMPLETE ITS NEW PUBLIC LIBRARY BUILDING.

BE IT ENACTED, ETC. :

SECTION 1. The city of Boston, for the purpose of enabling the trustees of the public library of the city of Boston to complete the new public library building on Copley square in said city, may incur indebtedness, and may authorize the city treasurer of said city to issue, from time to time, as the said trustees shall request, bonds or certificates of indebtedness, to an amount not exceeding one million of dollars, outside of the limit of indebtedness fixed by law for said city. Such bonds shall bear interest at a rate not exceeding four per cent. per annum, to be fixed as provided by the ordinances of said city.

SEC. 2. Said treasurer shall sell such bonds or certificates, or any part thereof, from time to time, and retain the proceeds thereof in the treasury of said city, and pay therefrom the expenses incurred by said trustees for the purposes aforesaid.

SEC. 3. The said trustees shall hold the land and building now used for the central public library on Boylston street in said city, and shall, on or before the maturity of said loan, sell, in behalf of the said city, the said land and building, in such manner and for such sum as they shall deem best, and shall pay over the proceeds of said sale to the board of commission-

ers of sinking funds of said city, and the said treasurer shall also pay over to said board any premiums received by him in the sale of such bonds or certificates. The said board shall place all amounts so paid to them by said trustees and by said treasurer into the sinking fund for the payment of the loan hereby authorized.

SEC. 4. Except as hereinbefore otherwise provided, the provisions of chapter twenty-nine of the Public Statutes and of chapter one hundred and twenty-nine of the acts of the year eighteen hundred and eighty-four shall apply to the issue of such bonds, and to the establishment of a sinking fund for the payment thereof at maturity.

SEC. 5. This act shall take effect upon its passage. [Approved March 1, 1889.]

## [ACTS 1889. CHAPTER 379.]

## AN ACT TO AUTHORIZE THE CITY OF BOSTON TO TAKE LAND FOR THE USES OF THE PUBLIC LIBRARY OF SAID CITY.

BE IT ENACTED, ETC. :

SECTION 1. The city of Boston, for purposes connected with the public library of said city, may, through the agency of the board of street commissioners of said city, take a certain lot of land in said Boston, bounded south by Blagden street, twenty-five and a half feet; east by land known as the new public library lot; north by a passegeway, twenty-five and a half feet, and west by a line parallel with and twenty-five and a half feet westerly from said library lot, together with the right to use said passageway in common with others having any right therein, and shall pay for the same with the proceeds of the loan authorized by chapter sixty-eight of the acts of the current year.

SEC. 2. The said board of street commissioners shall, within sixty days from the time of taking said land for the purposes of this act, cause to be recorded in the registry of deeds for the county of Suffolk a description of the land so taken as certain as is required in a common conveyance of land, and a statement of the purposes for which it was taken, which description and statement shall be signed by a majority of said board.

SEC. 3. The city of Boston shall pay all damages for injuries to property sustained by any person whose property is taken under authority of this act; and if the said board and any person whose property is taken cannot agree upon the amount of damages a jury of the superior court may be had to determine the same, in the same manner as a jury is had and damages are determined when parties are dissatisfied with an estimate of damages sustained by any person in the laying out of a highway in said city.

SEC. 4. This act shall take effect upon its passage. [Approved May 28, 1889.]

## [ACTS 1891. CHAPTER 324.]

## AN ACT TO AUTHORIZE THE CITY OF BOSTON TO INCUR INDEBTEDNESS OUTSIDE ITS DEBT LIMIT FOR THE PURPOSE OF COMPLETING THE NEW PUBLIC LIBRARY BUILDING.

BE IT ENACTED, ETC. :

SECTION 1. The city of Boston, for the purpose of enabling the trustees of the public library of the city of Boston to complete the new public library building in Copley square in said city, may, in addition to all indebtedness heretofore authorized, incur indebtedness and may authorize the city treasurer of said city to issue from time to time as the said trustees shall request and the mayor of said city approve, bonds or

certificates of indebtedness to an amount not exceeding one million dollars. Such bonds shall be payable in thirty years from their date, and shall bear interest at a rate not to exceed four per cent. per annum payable semi-annually and fixed by the said treasurer with the approval of the mayor.

SEC. 2. The indebtedness incurred under this act shall not be considered or reckoned in determining the authorized limit of indebtedness of the city of Boston under the provisions of section four of chapter twenty-nine of the Public Statutes as modified and amended by section two of chapter one hundred and seventy-eight of the acts of the year eighteen hundred and eighty-five.

SEC. 3. Said treasurer shall sell such bonds or certificates, or any part thereof, from time to time as required, and retain the proceeds thereof in the treasury of said city, and pay therefrom the expenses incurred by the said trustees for the purposes aforesaid, except premiums received by him from the sale of said bonds or certificates, which he shall pay to the board of commissioners of the sinking funds of said city to be applied to the purposes of the sinking fund for said loan.

SEC. 4. Except as herein otherwise provided the provisions of chapter twenty-nine of the Public Statutes and of chapter one hundred and twenty-nine of the acts of the year eighteen hundred and eighty-four shall apply to the issue of such bonds and to the establishment of a sinking fund for the payment thereof at maturity.

SEC. 5. This act shall take effect upon its passage. [Approved May 11, 1891.]

## [REVISED ORDINANCES. 1892.]

CHAP. 2. SEC. 1. The mayor shall appoint annually, sub-

ject, after the expiration of one week from the date of appointment, to confirmation by the board of aldermen, for the terms hereinafter specified and until their respective successors are appointed and confirmed, the following-named officers, that is to say,

For the term of five years, beginning with the first day of May in the year of appointment:...

One public library trustee.

CHAP. 23. SEC. 1. The library department shall be under the charge of the board of trustees of the public library of the city of Boston, consisting of five trustees, who shall adopt such measures as shall extend the benefits of the institution as widely as possible; shall from time to time establish branch libraries and delivery stations in different sections of the city; and shall annually appoint an examining committee of not less than five persons, not members of said board, who, together with one of said board as chairman, shall examine said library and make to said board a report of its condition.

SEC. 2. Said board shall, in its annual report, include a statement of the condition of said library, the number of books that have been added thereto during the year, the reports of the committee for the examination of said library, and the total amount of money received from fines and sales.

## MISCELLANEOUS.

### [ACTS 1890. CHAPTER 122.]

### AN ACT TO CREATE AN ART COMMISSION FOR THE CITY OF BOSTON.

BE IT ENACTED, ETC. :

SECTION 1. An art commission for the city of Boston is hereby established, to consist of the mayor of the city of Boston, the president of the trustees of the Boston public library,

the president of the trustees of the museum of fine arts, the president of the Boston society of architects, and the president of the Massachusetts institute of technology, each of whom shall be ex-officio a member of the commission. The commission is to serve without pay.

SEC. 2. No statue, fountain, ornamental arch or gateway, monument or memorial of any kind shall be erected in any public street, avenue, square, place, common, park or municipal building, in the city of Boston, unless the design and site for the same shall have been approved in writing by a majority of said commission and their report shall have been made to the city council. Said report shall be made within thirty days from the time when the design and site as above specified shall have been submitted to the commission for their approval.

SEC. 3. The commission shall, at the request of the mayor, aldermen or common council, give its advice as to the suitability of the design for any public building, bridge or other structure, and shall report thereon in writing to the city council.

SEC. 4. This act shall take effect upon its passage. [Approved March 24, 1890.]

## CITY OF BOSTON.

### IN BOARD OF ALDERMEN, FEBRUARY 11, 1895.

ORDERED, that the Trustees of the Public Library be requested to make such temporary lease or leases of the estate heretofore used for the Central Public Library on Boylston street, either in connection with any contract for the sale thereof, or pending such sale, as they may deem expedient, PROVIDED, the same be approved in writing by His Honor the Mayor, and that the income from such lease or leases be applied by said Trustees to fitting up and maintaining the West Church property on Cambridge street for library pur-

poses so far as necessary, and the balance for the general uses and purposes of the Public Library.

Passed. Sent down for concurrence. February 14 came up concurred.

Approved by the Mayor February 18, 1895.

A true copy.

Attest: (signed) John T. Priest,
Asst. City Clerk.

# BY-LAWS OF THE TRUSTEES.

## Adopted Dec. 3, 1895, As in force Oct. 17, 1896.

### ARTICLE I.

#### OFFICERS OF THE CORPORATION.

SECTION 1. The Officers of the Corporation shall be a President, Vice-President, and Clerk, who shall be chosen by ballot at the annual meeting on the first Monday of May in each year; but if any vacancy shall occur by the death, resignation, inability to act, or other cause, of any of said officers such vacancy may be filled by the Trustees at any special meeting called for the purpose, and the notices thereof shall state the objects of the meeting.

SEC. 2. The President shall preside at all meetings of the Corporation, sign all pay-rolls and all requisitions upon the City Auditor, and all drafts or checks upon funds on deposit in London in payment for purchases made by the Trustees.

SEC. 3. In the absence or disability of the President the Vice-President shall perform all the duties of the President.

SEC. 4. The Clerk shall be sworn to the faithful performance of his duties, shall attend all meetings of the Corporation, keep a full record of its proceedings, and shall be the custodian of all its records and papers.

### ARTICLE II.

#### MEETINGS OF THE CORPORATION.

SECTION 1. The annual meeting of the Corporation shall be held on the first Monday of May in each year.

1st & 3rd Fridays in the month at 4:15 o'clock p.m.

There shall be regular meetings of the Corporation every Friday at four o'clock in the afternoon.

Special meetings shall be called by the Clerk whenever directed by the President in writing, or requested in writing by two Trustees.

SEC. 2. Written notice of all special meetings shall be sent by mail post-paid to each Trustee at least three days before the meeting.

SEC. 3. All meetings of the Corporation shall be held in the Trustees' Room at the Central Library, unless otherwise ordered by vote of the Corporation at a previous meeting.

SEC. 4. Three Trustees shall constitute a quorum to do business.

## ARTICLE III.

### ORDER OF BUSINESS.

SECTION 1. The order of business at the regular meetings of the Trustees other than the annual meeting shall be as follows:

1. Reading of the record of proceedings of the previous meeting.
2. Business required by law or by ordinance, and communications from the City Government or any branch thereof.
3. Unfinished business.
4. Librarian's report.
5. Reports of committees, correspondence.
6. Miscellaneous business.

## ARTICLE IV.

### LIBRARY OFFICERS.

SECTION 1. The officers of the Library shall be:

The Librarian.

The Assistant Librarian.
The Auditor.
The Chief Cataloguer.
The Chief of the Shelf Department.
The Custodian of Bates Hall.
The Chief of the Ordering Department.
The Chief of the Issue Department.
The Chief Engineer.

OF THE LIBRARIAN.

SECTION 2. The Librarian shall, under the Trustees, have the general charge, management, and control of the Library and its branches, and of all persons employed therein, and shall have the custody of all property, real and personal, owned by or under the control of the Corporation, for which no other provision is made.

At each regular weekly meeting the Librarian shall make a written report to the Trustees containing his recommendations for the purchase of books and supplies and for any changes in service or in the work of the Library.

He shall also at the first regular meeting in each month report in writing to the Trustees the general condition of the Library, and include in this report the reports for the previous month made to him by the heads of the various departments, the Auditor and the Assistants in charge of branches.

OF THE ASSISTANT LIBRARIAN.

SECTION 3. The Assistant Librarian shall, under the Librarian, have charge of the details of the administration of the Library and its branches, and in the absence or disability of the Librarian shall exercise the powers and perform the duties of that officer.

OF THE AUDITOR.

SECTION 4. The Auditor shall examine and audit all bills and accounts due from the Library, keep a record of receipts from fines and from the sales of catalogues and other sources, and prepare the pay-rolls and all requisitions upon the City Auditor.

The Auditor shall also keep books of account showing accurately all expenditures of the city appropriation, the income of each of the trust-funds and expenditure thereof; and at the first regular meeting of the Trustees in each month shall make a report showing the receipts and expenses of the Library for the previous month and for the current year, and its financial condition. She shall submit also monthly, for allowance with other bills presented, a statement, with vouchers, of sums expended by her for postage, expressage, cleaning, bills for books whose total in each case does not exceed ten dollars, and other bills which she is required to pay in cash out of the Library moneys in her hands.

All bills and accounts audited by the Auditor, if then approved by the Librarian, shall be presented to the Trustees for allowance at the meeting next preceding the twentieth day of each and every month, but in case of special exigency bills may be presented for allowance at other meetings of the Trustees.

OF THE CHIEF CATALOGUER.

SECTION 5. The Chief Cataloguer shall have charge of the Catalogue Department and of the persons employed therein, and of the various catalogues.

OF THE CHIEF OF THE SHELF DEPARTMENT.

SECTION 6. The Chief of the Shelf Department shall have charge of the persons employed in this department, and of all matters relating to the location and condition, and the prepara-

tion for binding, of books and periodicals, and shall, at least once a year, make a careful examination of the books, and report in writing the number and condition thereof to the Librarian, who shall lay the same before the Trustees.

OF THE CUSTODIAN OF BATES HALL.

SECTION 7. The Custodian of Bates Hall shall be charged with the supervision of the service in that Hall, and the preservation of order and quiet therein.

OF THE CHIEF OF THE ORDERING DEPARTMENT.

SECTION 8. The Chief of the Ordering Department shall have charge of all matters relating to the ordering and receiving of books voted to be purchased, and the control of all persons employed in that department.

OF THE CHIEF OF THE ISSUE DEPARTMENT.

SECTION 9. The Chief of the Issue Department shall have charge of all matters relating to the issue and reception of books issued for home use and the issue and reception of books for use in Bates Hall, and control of all persons assigned to the Issue Department.

OF THE CHIEF ENGINEER.

SECTION 10. The Chief Engineer shall, under the Librarian, have charge of all persons employed in the engineer, janitor and repair departments of the Central Library building; shall superintend the work of the repair department, and have the general custody of the Central Library building.

## ARTICLE V.

OF THE LIBRARY SERVICE.

SECTION 1. All persons employed in the Library shall be at their posts promptly every morning when the Library opens, and remain there during the hours of their regular duty.

SECTION 2. All persons regularly employed in the Library, except persons employed in the Engineer's or Janitor's departments, or in the bindery, shall be entitled to a vacation at the rate of twenty-four days for each year in the service, exclusive of legal holidays and of the weekly half-holiday allowed by the city ordinance, to be arranged by the Librarian. No allowance shall be made for absence from duty except as above provided.

SECTION 3. The President or Librarian shall have power to suspend, with loss of pay, any person in the Library service until the first succeeding meeting of the Corporation.

SECTION 4. No book or other publication shall be received at the Library or any of its Branches for show or distribution; nor shall any subscription paper for any purpose whatsoever be placed therein, except by the vote of the Corporation.

SECTION 5. Officers and heads of departments shall enforce these rules, and all persons employed in the Library service must report at once any breach of them that may come to their notice.

SECTION 6. Any violation or neglect of the rules prescribed by the Corporation will be cause for dismissal.

SECTION 7. Each officer shall perform his duties under the general direction of the Librarian, and all officers of the Library are expected to afford all possible assistance to persons using the Library or its Branches.

## ARTICLE VI.

### EXAMINATIONS.

SECTION 1. Semi-annually, or oftener if expedient, examinations shall be held under the direction of the Librarian, for admission, by promotion or otherwise, to all grades of employment in the Public Library, except the positions of Librarian, Assistant Librarian, Librarian's Secretary, Auditor, Chief Cata-

loguer, Chief of Shelf Department, Custodian of Bates Hall, Chief of Ordering Department, Chief of Issue Department, Supervisor of Branches and Stations, Chief Engineer, Chief of Printing Department, and Chief of Bindery.

From the list of those persons who have successfully passed the examinations of the grade in which they seek employment, appointments shall be made by the Trustees upon nomination by the Librarian in consultation with the head of the department in which the appointment is to be made.

## ARTICLE VII.

All previous By-Laws are hereby repealed, and these By-Laws may be amended by vote of a majority of the Trustees at any meeting of the Corporation, the notice for which shall state that amendments will be proposed.

# RULES AND REGULATIONS.

## Revised to October 17, 1896.

### ARTICLE I.

OF PERSONS PERMITTED TO USE THE LIBRARY.

SECTION 1. The Library shall be free to all persons over the age of twelve years who may at seasonable times resort thereto to read or study, and who submit themselves to the rules prescribed for the orderly government thereof.

SECTION 2. All persons included in the following classes may be registered as hereinafter provided, and receive a Card which shall entitle them to borrow for home use such books as may be permitted to be taken from the Library:

First. All inhabitants of the city of Boston above the age of twelve years.

Second. All students attending such schools or educational institutions in the city as may be approved by the Trustees and enter into a satisfactory agreement to make good all loss or damage occasioned by the detention of or injury to books lent to such students.

Third. Persons abiding for a time in the city who give satisfactory references and provide security satisfactory to the Trustees against loss or damage occasioned by the detention of or injury to books lent.

Fourth. Pupils under twelve years of age attending any of the public grammar schools of the city upon recommendation of the head master; but the privilege granted to such pupils

shall be limited to books relating to subjects of study at the time being.

Fifth. Persons to whom for weighty reasons the privilege of registration for a limited time may be granted by special vote of the Trustees.

Sixth. Offcers and enlisted men of the United States Army and Navy stationed in Boston and vicinity.

SECTION 3. Any person entitled to be registered may be allowed to borrow for home use (upon depositing the value thereof), such books as may be permitted to be taken from the Library, subject, however, to all the conditions applying both to the use of Cards and of books.

SECTION 4. Special Privilege Cards may upon written application be granted by the Librarian to persons giving instruction in any institution of learning in the city of Boston, and to clergymen officiating in the city of Boston. Such Cards may be issued for a period of one year, and shall entitle the holders to draw and have out six books at a time, and to retain the same four weeks; but inasmuch as these Cards are granted only for the purpose of special work, they may be revoked at any time, should the privilege granted be abused.

In all other cases Special Privilege Cards shall be granted only upon application to the Trustees.

## ARTICLE II.

### OF REGISTRATION.

SECTION 1. Application for registration may be made at the Central Library, or at any of the Branches or Delivery Stations; but registration in more than one place is forbidden.

SECTION 2. Every application for registration shall be in writing and signed. It shall contain the full name and address of the applicant, the grounds for registration, and an agreement to obey and be bound by the rules of the Library. Blank forms are provided for this purpose.

SECTION 3. As soon as the registration clerk upon examination is satisfied that any applicant is entitled to registration he shall be registered and shall receive a Library Card bearing the name and address given in the application and the date when the Card shall cease to be good.

SECTION 4. A Library Card shall be good for two years, unless the holder ceases before the expiration of that time to abide in the city; such Card may be renewed, in person or by letter, at the applicant's cost, at any time so long as the holder is entitled to registration, and shall entitle the holder to borrow books from the Central Library, its Branches, and Delivery Stations.

SECTION 5. Applicants for Library Cards under the second and fourth clauses of Section 2 of Article I. must present a certificate from the head of the institution which they attend to the effect that they are qualified to be registered under these clauses.

SECTION 6. When a Library Card is filled it may be replaced by a new one.

SECTION 7. A Library Card may be detained temporarily or revoked for breach of any rule or regulation of the Library.

SECTION 8. If the holder of a Card change his residence from the place recorded thereon, immediate notice of such change must be given to the registration clerk, or the Card will be subject to forfeiture.

SECTION 9. The registered holder of a Card shall in all cases be responsible for books borrowed by means of such Card by whomsoever it may be presented.

SECTION 10. If a Card be lost, notice of the loss must be given at the Library immediately, and a duplicate Card may be issued in its place not less than fifteen days after such notice, except that upon the payment of fifteen cents a new Card may be issued forthwith. But the loss of a Card will not affect the responsibility of the registered holder thereof for its subsequent use. If a lost Card be found, the duplicate must be returned at once to the registration clerk.

SECTION 11. In order to borrow a book, the Library Card must be presented to the attendant in charge, together with a Call-slip on which is written the number of the book desired and the number of the borrower's Card or his name and address according to the direction given on the slip provided for the purpose.

SECTION 12. The date of the return of a book must be recorded on the Card, and the holder of the Card shall be charged with every book borrowed until such record is made.

SECTION 13. The Card must be presented with every book returned, otherwise such Card may be detained for at least one day when next used to procure a book.

SECTION 14. If a Card be lent or transferred to another person by the registered holder thereof, it may be detained when presented at the Library, and the registration upon which it is issued may be cancelled by order of the Librarian.

SECTION 15. In cases where a registration is cancelled by reason of the infraction of any of the rules of the Library, no new registration shall be granted except by order of the Trustees.

## ARTICLE III.

### OF BOOKS THAT MAY BE BORROWED FOR HOME USE.

SECTION 1. A Library Card shall ordinarily entitle the holder to have but two books out of the Library at the same time. The officer in charge for the time being of the Central Library or Branch may, however, permit two or more volumes belonging to the same set to be borrowed at the same time, if he shall deem them necessary for convenient use.

SECTION 2. No work of fiction or book for the young, published within one year shall be retained by the borrower for more than seven days, and no other book for more than fourteen days, from the date of lending thereof. No extension of time will be granted.

SECTION 3. No text-books for continuous courses of study shall be issued from the Library.

SECTION 4. The transfer of books from one card to another is forbidden, and no book shall be lent again to the same person until twenty-four hours after he has returned it.

## ARTICLE IV.

### OF RESTRICTION UPON THE LENDING OF BOOKS FOR HOME USE.

SECTION 1. No books marked with one star (*) shall be lent for home use except by special permission granted, for satisfactory cause shown, by a Trustee, or by the Librarian.

SECTION 2. No book marked with two stars (**) can in any case be taken from the Library Building.

SECTION 3. No book marked with three stars (***) can be taken from the Library Building except by the written permission of a Trustee, or of the Librarian.

SECTION 4. Any officer in charge of the Central Library or a Branch may, in his discretion, refuse to issue, to a person under the age of twenty-one years, books of a character not suited for circulation among youth.

## ARTICLE V.

### OF THE USE OF BOOKS IN THE LIBRARY BUILDING.

SECTION 1. All books and periodicals belonging to the Library may be used in the Library Building by any person over the age of twelve years, in such place and under such conditions as may be prescribed by the officer in charge of the Central Library or Branch; but rare and costly books shall be examined only with the assistance of a Library attendant.

SECTION 2. Books and periodicals for use only in the Library Building will be lent upon presentation of the slip provided for this purpose properly filled out with the name and address of the borrower and the number and volume of the book or periodical desired. Blank slips may be obtained of the Library attendants.

SECTION 3. Books and periodicals lent for use in the Library Building shall not be removed from the room in which they are delivered to the borrower thereof; but shall be returned by him to the attendant in charge before leaving such room.

## ARTICLE VI.

### OF FINES.

SECTION 1. Any person who detains a volume beyond the time for which it is lent shall pay a fine of two cents for each and every day of such detention, and three cents for each notice of such detention sent by post. For every two weeks a book is so detained beyond the time limit, such person shall pay an additional fine of twenty-five cents. Fines shall continue to run for a period of three months from the time when the book should have been returned: unless prior to the expiration of that period the borrower reports the book as lost, and pays the full cost of replacing it. The fine payable by him in this case shall be the amount accrued to the date of such report by him.

SECTION 2. A book so detained for more than three months shall be considered lost, and the person detaining it shall, in addition to accrued fines, pay the full cost of replacing such book. No book shall be delivered to any person, or upon his Library Card, until all fines and charges due from him are paid.

SECTION 3. Borrowers are expected to take notice of the expiration of the time limit. No claim to exemption from fine can be established because of the failure of any notice to or from the Library.

## ARTICLE VII.

### OF INJURY TO BOOKS.

SECTION 1. All books and periodicals must be used and handled with care. It is forbidden to write or mark in books or periodicals, or to turn down the corner of the leaves, or to

tear them, or in any way to injure or deface them.

SECTION 2. All injuries to books beyond a reasonable wear, and all losses of books shall be made good to the satisfaction of the Librarian by the person liable therefor.

SECTION 3. Any person who wilfully, or maliciously, or wantonly and without cause, writes upon, injures, defaces, or destroys any book, plate, picture, engraving, or statue belonging to the Library, will be prosecuted according to law.

## ARTICLE VIII.

### OF RETURN OF BOOKS.

SECTION 1. All books must be returned to the Library whenever the Trustees so order, and a fine of one dollar will be incurred for each volume detained after reasonable notice of the time when books are to be returned has been given by special notice, or by publication in any of the newspapers of the city.

## ARTICLE IX.

### OF THOSE WHO MAY TAKE BOOKS FROM THE SHELVES.

SECTION 1. No book except such as may be placed in a public room for general reference shall be taken from the place assigned to it on the shelves except by a person employed in the Library service in the performance of his prescribed duties.

## ARTICLE X.

### OF ABUSES OF THE PRIVILEGES OF THE LIBRARY.

SECTION 1. All conversation and conduct inconsistent with

the quiet and orderly use of the Library is strictly prohibited.

SECTION 2. All persons using the Library must conduct themselves in such a manner as not to interfere with or cause annoyance to others; and to this end all annoying and disagreeable behavior, such as hawking, spitting on the floor, humming, whistling, whispering, is strictly prohibited.

SECTION 3. Any person who abuses the privileges of the Library by unbecoming conduct, or by violation of any of the regulations, or by the defacement of books by writing or marking in them, or in any other way, shall be reported to the Trustees, and may be thenceforth excluded from the Library for a longer or shorter period, according to the nature and degree of the offence; but, in cases requiring immediate action, the officer in charge of the Central Library or Branch may act summarily in the matter, and cause the offender to be at once excluded from the building.

SECTION 4. Any person who defaces a catalogue card, or removes it from the drawer, may be debarred from the privileges of the Library for two or more weeks, at the discretion of the Librarian.

SECTION 5. The Library attendants must see that all rules are strictly obeyed; but they shall always act courteously and discreetly, and not rudely or arbitrarily. They shall at all times give persons using the Library proper information and help to enable them to use the Library to the best advantage.

SECTION 6. Cases of incivility or neglect on the part of attendants should be reported to the Trustees. Complaints and suggestions in regard to the use or management of the Library may be entered in the books or deposited in the locked complaint boxes provided for that purpose in the Central Library and each Branch, or may be sent directly to the Librarian or Trustees.

## ARTICLE XI.

OF THE DAYS AND HOURS WHEN THE LIBRARY SHALL BE OPEN.

SECTION 1. The Library and its Branches shall be open every secular day, except the legal holidays, the Twenty-second of February, Patriot's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, Christmas, the Seventeenth of June, and such other days as the Trustees or the President of the Board may order.

Note. — It is probable that hereafter the Central Library at least will be open on certain of the above holidays as on Sundays.

SECTION 2. The Central Library shall be open from 9 A.M. until 10 P.M. on week days, and from 2 P.M. until 10 P.M. on Sundays; but the Registration Department shall be closed at 9 P.M. and no books shall be issued after that hour.

SECTION 3. The Branch Libraries, Delivery Stations, and Reading-Rooms shall be open at such times as may be determined by the Trustees, and notices thereof shall be posted at each place.

## HOUSE RULES

IN ADDITION TO WHAT ARE CONTAINED IN THE BY-LAWS AND RULES AND REGULATIONS.

1. Dogs are not allowed in any part of the Library Building.
2. The entrance on Blagden Street is for the use of employees only.
3. Smoking is not allowed in any part of the Library Building, except that in the discretion of the Librarian it may be allowed in the Boiler Room and Engine Room.

4. Articles may be checked at the Coat Room without charge. But the Trustees assume no responsibility for articles checked.

5. If articles are lost in the Library Building the fact should immediately be reported to the Librarian. Articles found are to be at once delivered to him.

6. All mail matter and (except stock for the Bindery and Printing Departments where express direction is given to deliver on Boylston Street) all packages are to be delivered at the Blagden Street entrance. The attendant there will receipt for packages as such.

7. Employees are not, except in case of emergency, allowed to receive visitors during the Library hours: nor in any case without the permission of the Chief of the Department in which they are employed. Visitors to employees will apply to the attendant at the Coat Room, who will show them to the Reception Room to which the employee will then be summoned.

# DOCUMENTS AND PUBLICATIONS

Relating to or issued by the Library and mostly placed in the Trustees' Room.

## ACTS AND ORDINANCES AND OTHER LEGISLATION AFFECTING LIBRARY.

Index to the city documents, 1834–74. Public Library, p. 18. 15.4. vol. 4

1848 Act to authorize the city of Boston to establish a Public Library. March 23, 1848. 15.4. vol. 1

1852 Ordinance in relation to the Public Library. [Formation of the Board of Trustees.] 25.14. vol. 1

1853–1887 Acts relating to the Library, 1853, 1878, 1885, 1887. 45.3

1854 Ordinance in relation to the Public Library. [Formation of the Board of Trustees.] 6356.1. vol. 2

An ordinance in relation to the Public Library. Amended. 15.4. vol. 1

1857 Report on modification of the ordinance in relation to the Public Library. 15.4. vol. 1

Communication from the mayor, transmitting a memorial from the Trustees suggesting certain changes in the Library ordinance. 15.4. vol. 1

1863 Ordinance in relation to the Public Library, in regard to changing the time for the examination of the Library. 6355.1. vol. 2

Proposed ordinance in relation to the Public Library. [Oct. 20, 1863.] 15.4. vol. 2

Same. As proposed. Aug. 4, 1863.

1866 Ordinance to amend an ordinance in relation to the election of the Trustees of the Public Library. 15.4. vol. 2

1869 Ordinance in relation to the Public Library. [Three important alterations: Trustees, Branches, Librarian.] 15.4. vol. 3
1871 Report and ordinance relating to printing. 15.4. vol. 3
1876–1895 City council minutes, 1876–1895. 20 vol. 46.1
Index to City council minutes, 1868–79. 46.1
1878 Act to incorporate the Trustees of the Public Library. 45.1
Statute and ordinance in relation to the Library. To incorporate the Board of Trustees. 45.2
1881 Act of incorporation and the City ordinance. (In By-laws, 1881.)
1886 The City charter for 1854. [Section referring to the Library: pp. 26, 27.] 25.6
1887 Ordinance concerning the disposition of certain receipts by the Trustees. 6353.1. vol. 3
1887, 1892 Acts and ordinances relating to the Boston Public Library together with the By-lays, 1853–92. 45.4

## APPROPRIATIONS.

1857 Annual appropriation for the Library. Includes report by Edward Everett, president of the Board of Trustees. 6355.1. vol. 1
Letter from E. Everett, president of the Trustees, asking for a larger appropriation. 15.4. vol. 1
1866 Report of the committee of the City council on the Public Library appropriation. 15.4. vol. 3
1867 Report on additional appropriation. 15.4. vol. 3

## HISTORY, ADMINISTRATION, AND DESCRIPTION.

See the division Building for such material as bears upon the history of the construction of the buildings on Boylston street and Copley square.

Chronology of the Library. 1841–1867. 15.4. vol. 3
Documentary history. 1848–1857. 25.13
Documentary history. 1848–1857. 25.14
Documentary history of the library compiled by Justin

Winsor, and sent to the Centennial exhibition in 1876. 1848—1875. 4 v. 15.4
1. 1848–58. 2. 1859–66. 3. 1867–71. 4. 1872–75.

Documents, printed and in manuscript, upon the early history of the Library, etc. 6140a.62

Letters and documents relating to gifts and purchases of books, and the administration of the Library. 6 v. 4°. In Safe

Letters and documents relating to the administration of the Library. 4 v. 4°. In Safe
Vol. 1. 1852–59. 2. 1859–62. 3. 1862–66. 4. 1866–70. An index is in each volume.

1852 Message of the mayor [Benjamin Seaver] on the subject of a Public Library. 15.4. vol. 1

Report of the committee on the Public Library. 15.4. vol. 1

1856 The Public Library of Boston. In Amer. journal of education. Vol. 2, pp. 203–9. Hartford, 1856. 15.4. vol. 1

1859 The Public Library of Boston. Illus. In Amer. journal of education. Vol. 7, pp. 253–269. Hartford, 1859. 5593.1.7

1860 Letter from Edward Everett announcing the approaching visit to the Library of the Prince of Wales, Oct. 18, 1860. 15.4. vol. 2

1868, 69 Circulars to public libraries, American and foreign, containing questions in respect to their history and statistics, with answers. reports, constitutions, blank forms, etc. 27.2

1869 The Public Library of Boston. By L. Clarke Davis. (From Lippincott's Magazine, Mar., 1869.) No. 3 in 6123.1

1871 The Boston Public Library. By Justin Winsor. Illus. From Scribner's monthly, Dec., 1871. 15.4. vol. 4

## CONSOLIDATION OF LIBRARIES.

Forty-one letters and documents...regarding the consolidation of the libraries of all the literary societies in Boston. 1841–1858. G.31.20
From these movements resulted the founding of the Library in 1852.

An appeal by Josiah Quincy, in behalf of the Boston Athenæum against its union with the proposed Public Library. 1853. 25.10

Union of the Boston Athenæum and the Public Library. [By George Ticknor.] 1853. No. 1 in 6147.60

## FOUNDATION OF THE LIBRARY.

Reply of Timothy Bigelow to Francis Brinley on the claims of John P. Bigelow, as founder of the Boston Public Library. 1880. 25.23

Documents relating to the movement started in Boston in 1841 by A. Vattemare, which resulted in 1852 in the foundation of the Library. Presented by J. P. Quincy, 1877. With additions, 1881. G.31.20

Alex. Vattemare, his services in connection with the Boston City Library. By J. P. Quincy. 1883? No. 9 in 6642.55

Letter, from Charles F. Dennet, giving an account of the part he took under the direction of Hon. John P. Bigelow, in 1849, 50, in gathering books for founding a Public Library in Boston. May 19, 1888. G.33.24

## MEMORIALS.

1864 Proceedings of the city government in relation to the death of Joshua Bates, with the action of the Board of Trustees. 25.25

1865 Memorial of Joshua Bates from the city of Boston. 25.3

Memorial of Joshua Bates. Manuscript. G.282.20

1874 Notice from the Boston Daily Advertiser, Oct. 30, on the death of Mr. Wheeler, Ass't sup't of the Library. 15.4. vol. 4

# EXAMINING COMMITTEES.

Organization of the city government of Boston for 1875, 86, 93. Committees in Board of Aldermen and City Council on Public Library. 45.6

Correspondence, etc. of examining committee beginning in 1875. 2 v. In Safe

1881 Majority and minority reports of the Common Council, and ordinance in relation to the Public Library. [Regarding the appointment of an examining committee.] 6353.1. vol. 2

Reports of examining committees. In Annual reports of the Trustees.

## TRUSTEES.

See also division Acts and Ordinances.

Annual reports, 1–14; 1852–1895. 16.1
Same. Duplicates, 1–20; 1852–1872. [Many are interleaved and contain notes.] 16.1
1865 Reply of the Trustees to an order of the City Council. 15.4. vol. 2
Reply of the Trustees to F. W. Lincoln, jr., Mayor, and and to the Aldermen and Common Council, in regard to the improvement of the administration of the Library, June 26, 1865. 45.16
1875 A memorial to the Congress of the U. S. of W. W. Greenough...and others, Trustees, asking for an appropriation for printing an index to the Congressional documents. 15.4. vol. 4
1880–1890 Reports from the Mayor's inaugurals. 25.5
1887 Hearing before the Committee on Mercantile affairs . . . for an amendment to the act incorporating the Trustees of the Boston Public Library . . . Type-written. 25.1

## LIBRARIAN AND SUPERINTENDENT.

Reports of the Librarian. In manuscript. 2 v. 1853–1868. In Safe
Annual reports of the Superintendent. In Annual reports of the Trustees. [The office was created in 1857 and abolished in 1878.]
Monthly reports of the Superintendent. 1–94. Jan. 24. 1871–April, 1878. 27.3
Superintendent. Comparative cost and work at intervals of five years. 1867, 72, 77. 1877. 27.8
Superintendent. Files of correspondence. In Safe
Annual reports of the Librarian who succeeded to the duties of the Superintendent. In Annual reports of the Trustees.
Correspondence of the Librarian. In Safe

Proposed ordinance "Striking out the provision making it obligatory upon the Board of Trustees to appoint a Librarian." 1869. 15.4. vol. 3

Monthly report of the Librarian, May, 1878–March, 1880. New series. 1–24. 27.10

Quarterly report of the Librarian, May, 1880–March, 1889. No. 1–36. 27.9

Weekly reports of the Librarian, Feb. 26, 1895–Jan. 24, 1896; also Current. 27.12

# LIBRARY PUBLICATIONS.

## CATALOGUES.

See also division Branches.

1854 Catalogue of the Public Library of the City of Boston. Also in Doc. hist. Vol. 1. 37.29

Letters and documents relating to the Bates Hall and other catalogues and letters. 1854–71. 3 v. In Safe
Vol. 1. 1854–65. 2. 1854–71. 3. Suppl. 1861–65. An index in each volume.

1861 Index to the catalogue of books in the Upper Hall of the Public Library, 1861. Vol. 1. 37.23.1

1866 Same. Supplement, 1866. Vol. 2. 37.23.2

1867–1895 Bulletins. Vol. 1–14. 1867–1896. 17.1

1870 Points to be considered in cataloguing, revising and proof-reading. 37.25

Periodicals currently received; and works of reference in the Reading Room and at the Desk in Bates Hall. 1st ed., Sept., 1870. 37.1

1871 Historical fiction. Novels, plays, poems. 1st ed., April, 1871. 6200a.56

1872 General scheme for the classification of titles under the names of countries, states, cities, sciences, etc. 15.4. vol. 4; 37.22

1873 Periodicals in the Central Library as currently received. 2d ed., April, 1873. 37.22; 37.24

1875 Chronological index to historical fiction; including prose fiction, plays and poems. 2d ed. 35.1; 37.22

1876 Catalogue notes on English history. 27.11

List of books and pamphlets presented by the Manchester medical society. Manuscript. March, 1876. No. 1 in 5722.51.1

Special catalogues sent to the Exposition at Philadelphia, 1876. 11 pieces, dating from 1858 to 1876 inclusive. 37.22

1878 List of serial publications now taken in the principal libraries of Boston and Cambridge. 1st ed. 37.28

1891 List of Spanish and Portuguese books in the Public Library, including only those books in these languages which are not restricted to "Hall use." 37.20

1892 An exhibition in Bates Hall of some of the books, maps, portraits, and other matters of interest relating to the discovery of the New World by Columbus. 37.30

Publications issued by the Trustees. Circulars. 2150a.97; 2150a.99

Works of fiction in the French language, together with trans. from the French, in the Bates Hall. 37.31

1893 Magazines, reviews, and other serial publications, currently taken in the Bates Hall, the Lower Hall, and the Central Reading Room. No. 1, Jan., 1893. 37.26

Transactions and other serial publications of societies and institutions, currently taken. No. 1, June, 1893. 37.27; 2150a.83

Same. Suppl. list. No. 2, Aug., 1893. 2150a.85

Weekly list. Titles of books added from April 17, 1893 to April 16, 1894. Vol. 1. No. 1–52. [Discontinued at the end of one year.] 37.21

1896 Monthly bulletin of books added to the Library. A file. 17.2

BIBLIOGRAPHIES OF SPECIAL SUBJECTS.

Namely:

1883–1891 No. 1. Catalogue of works relating to Benjamin Franklin, including the collection given by S. A. Green. By Lindsay Swift. 1883. 37.2

No. 2. Concise bibliography of Spanish grammars and dictionaries, 1490–1780. By Wm. I. Knapp. 1884. 37.3

No. 3. Index of articles upon American local history in historical collections. By A. P. C. Griffin. 1889. 37.4

No. 4. Classified index to the maps in the Publications of the Geological Society of London, 1811–85. By R. Bliss. 1887. 37.5

No. 5. A catalogue of the Bibliographies of special subjects in the Boston Public Library, with an index to

notes upon books and reading. By J. L. Whitney. 1890. 37.6

No. 6. Some materials for a bibliography of the official publications of the Continental Congress, 1774–89. By P. L. Ford. 1890. 37.7

No. 7. Catalogue of family histories. By A. M. Knapp. 1891. 37.8

SUBJECT CATALOGUES.

Namely:

1893 No. 1. Annuals. 37.9

No. 2. Egypt. 37.10

1894 No. 3. Alps. 37.11

No. 4. Steam-engines. 37.12

No. 5. List of works relating to the blind. 37.13

No. 6. Africa. 37.14

No. 7. Arctic and Antarctic regions. 37.15

No. 8. Hygiene: personal and public. 37.16

No. 9. Tracts. English Commonwealth, 1625–1660. 37.17

No. 10. Architecture, Construction, Decoration. 37.18

1895 Corea, Japan, and China, List of works on. In Bulletin, Jan., 1895. Pp. 283–325.

Goethe, List of works written by and relating to. In Bulletin, April, 1895. Pp. 19–32.

Roads, List of works on. In Bulletin, Jan., 1895. Pp. 279–282.

Works of fiction in the German language together with translations from the German. From the Bulletin, October, 1895. 37.19

LOWER HALL (now Stack 4).

1858 Index to the catalogue of a portion of Library, arranged in the Lower Hall, with Supplements, 1–5. 1858–1862. 35.8; 37.22

Supplement to the Index. No. 1–8. [Books placed in the Lower Hall.] 1858–1865. 35.9

1866 Works in the arts and sciences. 1st ed. [Finding list for alcoves, i, xi, x, xx.] 35.17

1871 Same. 2d ed. 35.2; 37.22

1881 Same. Supplementary catalogue. 35.3

1869 Class list for English prose fiction, including Juvenile fiction. 4th ed. 35.11
1871 Same 5th ed. 35.12; 37.22
1877 Same. 6th ed. 35.13
1885 Catalogue of English prose fiction and books for the young. 7th ed. 35.14
1893 Same. 8th ed. 35.15
1895 Same. Supplementary list, including Bates Hall fiction. In Bulletin, Oct., 1895.
1870 Class list for poetry, drama, etc. 1st ed. 35.16; 37.22
1873 Catalogue of books in the classes of history, biography, geography and travel. 2d ed. 35.6; 37.22
The 1st ed. was published as a Finding list in 1866. See 35.17.
1892 Same. 3d ed. 35.7
1876 Catalogue of books in foreign languages. 2d ed. 35.4, 5; 37.22
1881 Same. 3d ed. 35.4
1891 Same. Finding list . . . added from 1881–1891. 35.5
1881 Catalogue of works in the arts and sciences. Supplementary list. May, 1881. Containing books added between 1871 and 1881. 6203.44

BARTON LIBRARY.

Letters and memoranda relating to the catalogue of the Shakespearian part of the Barton library. 1877–80. G.61.5
1880 Catalogue of the works of Shakespeare [in the Bates Hall] and in the Barton collection: Part 1 of the Barton catalogue. 26.3
1888 Catalogue of the Barton collection in 2 pts. Part 2. Miscellaneous. 26.2

BOWDITCH LIBRARY.

List of mathematical works added. In Bulletins, April, 1878, April, 1884, Jan., 1888.
The titles of books in the Bowditch library, given in 1858, are in the Bates Hall Index.

HUNT LIBRARY.

Manuscript catalogue of the books on the West Indies bequeathed by Benjamin P. Hunt to this library. Ac-

count of the collection and of Mr. Hunt. In 25th annual report. 4280a.55

JOHN A. LEWIS LIBRARY.

1892 Catalogue of a collection of early New England books made by the late John Allen Lewis. 26.5

PARKER LIBRARY.

Theodore Parker's books are catalogued mostly in the Supplement to the Bates Hall Index.

PRINCE LIBRARY.

1870 Catalogue of the books and manuscripts. 26.8; 37.22

THAYER LIBRARY.

1895 Catalogue of the books given by the Thayer sisters, 1877–1893. From the Bulletin of April, 1895. 26.6

TICKNOR LIBRARY.

1879 Catalogue of the Spanish library and of the Portuguese books bequeathed by George Ticknor. 26.1

TOSTI ENGRAVINGS.

1873 Catalogue as printed in five Bulletins. 26.10

## BY-LAWS, RULES AND REGULATIONS.

By-laws. 1858. 15.4. vol. 1
Same. 1865. 15.4. vol. 2
Same. 1867–75. 45.7
Same. 1867–70, 74, 75. 15.4. vol. 3, 4
Same. 1877, 78, 81. 45.5
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Jamaica Plain Branch, Curtis Hall, Centre St.
Roxbury Branch, 46 Millmont St.
South Boston Branch, 372 Broadway.
South End Branch, English High School Building, Montgomery St.
West End Branch, Cambridge, cor. Lynde St.
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